

HEALTH & SAFETY POLICY

General Background

STEMAZINGKids CIC takes the safety and welfare of our staff and anyone engaged by, or working with, **STEMAZINGKids CIC**, very seriously.

Our Health and Safety Policy plays an important role in setting and making clear the standards of health and safety that we apply in our business.

It is important that you read and ensure you understand the content of this policy. If you have any questions about it, please direct them in the first instance to **STEMAZINGKids CIC** Director, Alexandra Knight.

This policy is not part of any employment or any other contract. We **STEMAZINGKids CIC**, may amend this policy from time to time. in line with the needs and practices of our business.

1 Part 1: Policy details

1.1 All staff, contractors and workers and other persons affected by the work we undertake are covered by **STEMAZINGKids CIC's** health and safety policy.

1.2 Our policy is to:

- a) Understand the health and safety risks arising from our work activities
- b) ensure adequate control of those health and safety risks
- c) consult with our employees on matters affecting their health and safety
- d) provide and maintain safe equipment
- e) ensure safe handling and use of substances
- f) provide the necessary information, instruction and supervision for employees
- g) ensure all employees are competent to do their tasks, and to give them adequate training
- h) prevent accidents and cases of work-related ill-health
- i) maintain safe and healthy working conditions
- j) review and revise this policy as necessary at regular intervals

2 Part 2: Key responsibilities

2.1 The ultimate responsibility for health and safety within **STEMAZINGKids CIC** is **Alexandra Knight, Director**.

2.2 External advice for H&S matters is provided by Joshua Knight, IOSH Managing Safely, non-Exec Director.

2.3 All those covered by our policy must:

- a) Co-operate with our relevant supervisors and managers on health and safety matters
- b) Not interfere with or misuse anything provided to safeguard their health and safety
- c) Take reasonable care of their own health and safety and that of others, and
- d) Report all health and safety concerns to an appropriate person (individuals named in paragraphs 2.1, 2.2.)

3 Part 3: Arrangements

3.1 Consultation with Employees

Our Employee Representative(s) for H&S:	Sue Dodds, Administration Assistant
Consultation with Employees is provided by	Sue Dodds, Administration Assistant

3.2 Risk Assessments

Risk assessments will be done by	Sue Dodds, Administration Assistant
Action identified will be done by	Responsible named persons
Risk assessments will be reviewed by	Alexandra Knight, Director

3.4 Safe Handling and Use of Substances

COSHH Assessments will be undertaken by	Joshua Knight, IOSH Managing Safely, non-Exec Director
Actions identified will be implemented by	Responsible named persons
The findings of COSHH will be communicated by	Sue Dodds, Administration Assistant
COSHH assessments will be reviewed by	Alexandra Knight. Director

3.3 Information, Instruction and Supervision

The Health and Safety Law Poster is Displayed in	Registered Office and all remote home offices
The Employers Compulsory Liability Insurance certificate is displayed at	Registered Office
The Competent Person for Health and Safety Advice is	Joshua Knight, Non-Exec Director
Supervision of employees is undertaken by	Alexandra Knight. Director

3.4 Training

Induction training for new employees will be provided by	Alexandra Knight, Director
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Job specific training will be provided by	Joshua Knight, IOSH Managing Safely, non-Exec Director
Training records will be kept and retained by	STEMAZING Google Drive, Sue Dodds
Training will be identified, arranged and monitored by	Sue Dodds, Administration Assistant

3.5 Accidents, First Aid and Work-Related Ill-Health

Health Surveillance is required for the following activities	Any STEM activities we conduct in schools or at events, Any work related activities including activities when working from home, or at a conference or exhibition site.
Health Surveillance will be arranged by	Sue Dodds, Administration Assistant
Health Surveillance records will be retained by	Sue Dodds, Administration Assistant
First Aid equipment/boxes are located at	Registered Office and all remote home offices
The designated first aiders are	Sue Dodds, Administration Assistant, Joshua Knight, IOSH Managing Safely, non-Exec Director
The accident recording book is located at	STEMAZING Google Drive

3.6 Monitoring and Review

Accidents, incidents and near misses should be reported to	Alexandra Knight, Director
Accident Investigations will be undertaken by	Joshua Knight, IOSH Managing Safely, non-Exec Director
Where required, RIDDOR reports will be completed by	Joshua Knight, IOSH Managing Safely, non-Exec Director
Routine inspections of our workplace(s) will be undertaken by	Joshua Knight, IOSH Managing Safely, non-Exec Director

Signed



Mrs Alexandra Knight CEng FIMechE FWES

STEMAZINGKids CIC Director

Date: 1st Jan 2023

Review date: 1st Jan 2024